



Beauty Therapy

Introduction

This course is for those who wish to enter into the beauty industry. You will learn the skills and knowledge required to carry out the main treatments including; facials, eyelash and brow treatments, make-up application, removing hair using waxing techniques and manicures and pedicures.

It includes the relevant background information to provide you with anatomy and physiology theory, health & safety and professionalism within the salon including how to carry out consultations and successfully communicate with your clients. There is also a section concentrating on starting your own business within this industry.

After completing this course successfully, you will be able to work as a beauty therapist and look into working freelance from home or as a mobile therapist.

We advise you to read through the content before completing the assignments to gain understanding and knowledge of the subject, wider reading is also encouraged. You will find assignments 1-7 in the next few pages. We hope you enjoy your course!

Assignment 1

Describe the therapist's responsibilities under the following acts: (You will have to research this section on the internet.)

The Health and Safety at Work Act 1974.

COSHH – Control of Substances Hazardous to Health.

RIDDOR – Reporting of Injury, Disease and Dangerous Occurrences Regulations 1995.

Discuss the implications of chemical over-exposure and how it should be prevented, in the context of the COSHH regulations.

Describe the main principles of safe working with a client.

Discuss why it is essential to have salon policies and procedures, and to maintain accurate records.

Unit 1: Health and Safety

The HSE

Safety in beauty therapy is normally overseen and dictated by societal leaders. Government agencies, representatives, and associates are normally charged with overseeing that beauty therapy is performed in a safe manner. While there are many reasons that beauty therapy professionals should be concerned with the safety of their staff and their customers, there are specific preventions that are in place in the beauty therapy industry. Legislation is created to dictate the outcomes of actions, while regulation determines how these outcomes should be achieved. The Health and Safety Executive (HSE) is an independent organisation who oversees work related health, safety, and illnesses. The HSE monitors organisations that offer services and employ workers in what can be considered hazardous environments and ensures that these organisations and work environments follow legislative standards for safety.

Much like the long history of beauty therapy (as outlined in the introduction of this course), the HSE also has a long history:

- | | |
|------|---|
| 1833 | HM Factory Inspectorate under the Factories Act of 1833 was enacted and they were charged with preventing injury and the overworking of child workers through almost 3000 textile mills. |
| 1843 | The Mines Inspectorate was formed as a Royal Commission and charged with investigating work conditions in mining. |
| 1959 | The Nuclear Installations Act created the Nuclear Installations Inspectorate all of which were motivated by the events at the Windscale nuclear site on 8 October, 1957 (today the Nuclear Installations Inspectorate now functions as its own organisation under the Ministry of Power.) |
| 1895 | The Quarry Inspectorate was formed to perform the inspections of mines under the Metalliferous Mines Regulation Act of 1872 which amended regulations to include all quarries, not just those that used steam power. |

- 1974 The Health and Safety at Work Act established legislation that would be overseen by the Health and Safety Commission (HSC) which created the Health and Safety Executive (HSE) in 1975 to enforce the health and safety laws.
- 1975 The Health and Safety Executive (HSE) absorbed the:
- Factory Inspectorate
 - The Explosives Inspectorate
 - The Employment Medical Advisory Service
 - Nuclear Installations Inspectorate
 - Safety and Health Division (from the Department of Energy)
 - Mines Inspectorate
 - Safety in Mines Research Establishment
 - British Approvals Service for Electrical Equipment in Flammable Atmospheres
 - Alkali and Clear Air Inspectorate.

Legislative History

Upon its creation, the HSE became responsible for overseeing many elements of regulation pertaining to the workforce and public safety. These legislative acts and regulations included:

- 1956 The Agriculture (Safety, Health, and Welfare Provisions) Act which created requirements for procedures to protect the health of agricultural workers as well as children who used agricultural machines.
- 1977 The Safety Representatives and Safety Committees Regulations which gave unions the right to name safety representatives to represent all union employees in trade industries outside of mines.
- 1980 Control of Lead at Work Regulations which required employers to determine the amount of risk to an employee who was working in an environment where they would be exposed to lead. This was modified in 2002.
- 1980 Notification of Accidents and Dangerous Occurrences Regulations required employers to record any accidents or dangerous events in the workplace.

- 1981 Health and Safety Regulations required employers to have supplies at the workplace to provide first aid to employees.
- 1985 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) required that an employer charge a person with the responsibility of reporting employee or employer injuries or sicknesses that occur through work activity.
- 1985 The Ionising Radiations Regulations required that work with ionising radiation (outside of nuclear actions) meet standards of exposure, control, employee/employer qualification, training, surveillance, equipment, facilities, assessment, investigations and medical fees.
- 1989 The Noise at Work Regulations required employers to take action to ensure a risk reduction of employee hearing loss due to workplace conditions.
- 1989 The Electricity at Work Regulations requires employers to meet standards of systems, protection, equipment, precautions, insulation, connections, integrity, isolation, facilities, conditions, and qualified persons when working with electricity.
- 1992 The Workplace (Health, Safety, and Welfare) Regulations require standards in the workplace for issues that include maintenance, systems, ventilation, temperature, lighting, hygiene, facilities, traffic, unsecure objects, and many other elements.
- 1992 The Manual Handling Operations Regulations require risk assessments for actions that employees take which involve manual labour.
- 1992 The Health and Safety (Display Screen Equipment) Regulations require computer workstations to be assessed for safety.
- 1992 The Provision and use of Work Equipment Regulations (PUWER) require standards in equipment in the workplace to be, but not limited to, suitable, maintained, reviewed for risk, and have training offered.

- 1992 The Personal Protective Equipment at Work Regulations (PPE) requires protective equipment be used in environments that risk an employee's health or safety.
- 1992 The Management of Health and Safety Regulations require assessments of risk and health for employees in the workplace.
- 1996 The construction (Health, Safety, and Welfare) Regulations require workplaces in construction follow standards of enforced safety measures.
- 1998 The Gas Safety (Installation and Use) Regulations set standards for those that are qualified to complete work related to gas.
- 2004 The Cosmetic Products (Safety) Regulations set standards for the use of chemical products in the cosmetic industry; especially hydroxide based products.
- 2008 The Health and Safety (Offences) Act outlines fines and sentences for the violation of health and safety laws
- 2010 The Control of Artificial Optical Radiation at Work Regulations set standards to protect employees from being exposed to artificial optical radiation (AOR).
- 2012 The Control of Asbestos Regulations amends the 1983 Asbestos Regulations to include the belief of the European Commission that the 1983 law was not strong enough.

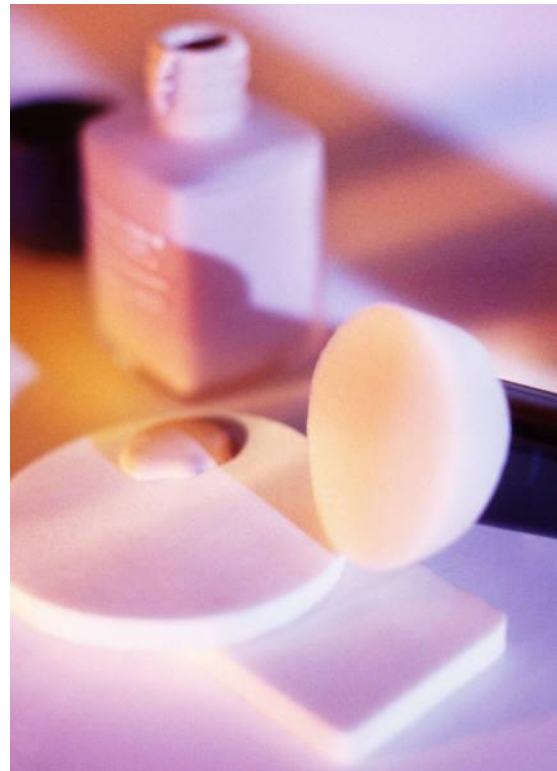
Enhance Facial Appearance using Makeup

Face

Make-up, or cosmetics, for the face is used to enhance the appearance of the face and to mask blemishes, scars, and faults. Face cosmetics include foundation, concealers, and powders. Much like make-up removers, face cosmetics have enhanced over time to include agents that offer moisturising and age defying benefits. Many product brands boast face cosmetics that not only enhance the appearance of the face, but also offer nourishing attributes to the skin while it is being worn.

Foundation

Foundation is a cosmetic that is used to cover the skin, or to even the colour of skin if pigmentation is unevenly distributed. Foundation is also referred to as a base make-up because it is normally the first makeup that is applied during make-up application. It is effective in masking blemishes, dark spots, scars, lines, and other marks on the skin. Foundation is offered as a cream, stick, liquid, or powder. Each form of foundation has chemical components that come together to make the foundation. Liquid and cream forms of foundation are made from water, oil, talc, and pigments. The oil gives the foundation the ability to be spread and manipulated. Pigments in foundation determine colour through the use of elements called lakes.



Liquid forms of foundation are normally used for individuals that need little coverage. These individuals normally have little blemishes, dark spots, scars, lines, and other marks on the skin. Many of the liquid forms of foundations are made from mostly water. In regards liquid forms of foundation are also called water-based foundations. Liquid forms of foundation are made of mostly water and also contain emollients, or agents that bind water to the cells of the skin. Examples of emollients that are in liquid foundations are mineral oils and cyclomethicone (a type of silicone). In addition to all of these elements in liquid foundation, these types of foundations also include alcohol or other elements that assist the foundation in quickly drying.

Cream foundations are oil-based and are heavier than liquid foundations. The density of the foundation or how thick the foundation is also an indication of how much water is included in the ingredients. Cream foundations are better for individuals who need a heavier foundation to cover blemishes, dark spots, scars, lines, and other marks on the skin. Although cream foundations are better for coverage of blemishes, they are also heavy and more apt to clog pores causing skin conditions like acne.

Concealers



Concealers are forms of foundation that are very thick, heavy, and have heavy concentrations of talc and pigment. While foundation is for application on the entire face, concealer is used in areas where the skin is dark to help even the appearance of pigmentation. Concealer is normally used for the dark spots under the eyes, dark blemishes on the face, and other pigmentation issues.

Powder



Face powders are make-up that is used to remove the shiny appearance of the face. To remove the shiny appearance face powders act as an absorbent to the excess oil on the skin's surface. Face powders also function as a layer of protection around foundation. This layer of protection around the foundation also serves as a pallet for additional make-up enhancing powders like blush. Face powders can be a mixture of talc or corn starch, binding elements like zinc stearate, and pigment.

There are 2 varieties of face powders: loose face powder, and pressed face powder. Loose face powders normally come in a jar and do not contain binding elements that makes it clump together. They literally look like powder. Pressed face powders contain binding elements that makes it clump together. Because it is clumped it normally comes in a tin.

Blush



Blush is a cosmetic that is used to imitate the glow or rosy pigmentation that occurs when an individual blushes. It normally is offered in blush (pink) or rouge colours. Blush can come as a powder, gel, or cream and is applied to the cheeks. Cream variations of blush are normally used immediately after foundation is applied to the face.

Eyes

As one of the vision points of the face, the eyes are usually one of the first things people will notice on an individual. The eyes are enhanced with make-up like eye shadow, eyeliner, adding colour to the eyebrows, and mascara.



Eye Shadow

Eye shadow is a cosmetic that is placed on the eyelids to enhance the appearance of the eye or to add contour. While foundation, concealer, and blush are limited in colours, eye shadow comes in many different colours. In the beauty therapy industry, the colours of eye shadow may be referred to as warm and cool, neutral and bright, or light and dark. Eye shadow comes in many variations, including variations on *those* variations. At its core, eye shadow can come as a stick, cream, or powder (pressed or loose) and those variations can be finished in metallic, matte, frost, shimmer, or dewy.

Using eye shadow colour also requires an understanding of the colour spectrum and how colours accent and complement each other. Highlight colours are colours that are lighter than the pigment of an individual's skin. Base colours are colours that are considered a medium hue, that is, the colour is close to the colour of the individual's skin pigment. Finally, a contour colour is a colour that is darker than the pigment of the individual's skin.

Eyeliner



Eyeliner is a cosmetic that is used to outline and enhance the eyes. It comes in the form of pencils, liquids, powder (pressed), and felt tip pens. Like eye shadow eyeliner comes in many

different colours. The line that is created on the eyelid with eye liner also serves as a technique to fill in gaps and make the eyelashes appear full. Eyeliner is normally made of either wax, or petrolatum (oil) that has been made hard.

Mascara



Mascara is a cosmetic that is used to make the eyelashes appear darker, thicker, longer or more defined. It can come in the form of a liquid, cake, or cream. Normally the liquid or the cream form will come in a tube while the cake form comes in a compact. Mascara is applied using a small brush that also allows the individual to straighten or curl the eyelashes. It is made up of polymer components that include water, wax, preservatives, and elements that thicken and create a protective coat around the eyelashes. Rayon can also be found in mascara to promote the hair of the eyelashes to grow longer and stronger.

Mascara also comes with pigments to give colour to the mascara, but the colours are normally limited. Its pigment is normally a combination of carbon black, carmine, ultramarine, chromium oxide, and iron oxides.

Improving the Appearance of Eyebrows and Lashes

Shaping

There are many reasons that people choose to shape their eyebrows. Some people shape their eyebrows because they feel that their natural appearance is too bushy, erratic, or disproportioned. Others may choose to shape their eyebrows because their natural state gives them an appearance of an expression or emotion that they may not be actually feeling. Eyebrows can be shaped using a razor, wax, thread, or tweezers. Here are tips to shaping eyebrows.

If using tweezers, be sure that the tweezers that are being used are good tweezers that are made for eyebrow shaping. Standard tweezers may not be equipped to grab the fine hair at the eyebrow. Before using tweezers, consider trimming the eyebrow. Also be sure to study and determine what eyebrow shape best compliments the shape of the face. To tweeze the eyebrows, you may need additional supplies besides tweezers which includes:

- Cotton balls
- Eyebrow brush
- Emollient
- Antiseptic
- Astringent
- Makeup remover



To shape the eyebrows with tweezers, take the following steps:

- Remove the make-up from the eyes using make-up remover and a cotton ball
- Brush the eyebrows with the eyebrow brush (this will remove any harsh materials or allergens)



-
- Wet a cotton ball or a towel with warm water and place them over the eye brows for 2 minutes to soften the brow
- Wipe the eyebrow with the antiseptic
- Begin by removing the hair between the eyebrow (the unibrow); when removing hair, stretch the skin
- Wipe the eyebrow with antiseptic in intervals to clean the area and prevent infection
- Brush the eyebrow hair down and then move on to tweeze the hair at the top of the eyebrow
- Brush the eyebrow hair up and then move on to tweeze the hair at the lower brow
- Clean the area thoroughly
- Brush the eyebrow hair to a normal position

Perhaps the most common technique for shaping the eyebrows is through hot waxing. To shape the eyebrows using hot wax, you will need:

- Disposable paper
- Wax
- Wax heater
- Wax remover
- Disposable spatula
- Fabric strips
- Headband
- Towels
- Disposable gloves
- Skin Cleanser
- Antiseptic
- Emollient

To shape the eyebrows using wax, follow these steps:

- Melt the wax in the heater

- Remove make-up from the eyes with make-up remover
- Test the temperature of the wax by dropping a small amount on the inner wrist
- Use the spatula to spread a small amount of wax over the area being treated; apply the wax in the same direction as the hair follicle (if the wax will be used for more than this customer, do not reuse the same spatula in the wax to reapply)
- Apply the fabric strip to the waxed area and gently press the area a few times



- Hold the skin steady and quickly remove the fabric strip in the opposite direction of the hair follicle
- Massage the treated area
- Use the wax remover to remove excess wax
- Repeat 2 – 8 for the other eyebrow
- Cleanse the skin with emollient cleanser

Tinting

Tinting can be performed on the eyebrow or the eyelashes. It is a treatment that is used for customers that have recently or frequently dyed their hair. The purpose of tinting is to ensure that the hair colour of the eyebrow and eyelashes continue to match the colour of the hair to reinforce a natural look. While eyebrow pencils are a temporary fix to the shape and definition of the eyebrow, eyebrow tinting is a resolution that ideally lasts as long as the hair dye does.

Likewise, while mascara improves the length, definition, and curl of eyelashes, tinting will ensure they match the hair. Tinting can be performed through a beauty therapy professional or can be completed at home with a tinting kit. To tint the eyebrows or eyelashes considering the following steps:



Eyelash and brow tinting- you would have ensured that the client had a patch test 48 hours before if it was her first time with you. Should also wear gloves.

Prepare the eye area around the eyes with applying petroleum jelly with a cotton bud, just under and over the eye lashes, and around the eyebrows. Damp cotton pads cut to shape should be applied under the



eyelashes for a shield. Mix tint, on average half a centimetre to 2 drops of peroxide, but always according to manufacturer's instruction. Mix with brush and use straight away on eyelashes.

Tint should cover the root of the hair as well as the ends but not the skin. Tint should be left on for 10-15 minutes and eyes covered with dry cotton pads. Whilst this is covered, you can do the eyebrows; apply to one eyebrow and then the other. When you have completed the second eyebrow, remove the tint from the first immediately as the eyebrows take quickly.

Removing tint from the eyelashes, place wet cotton pads over the eyes and grip the ends of the cotton pad along with the pads placed under the eyes and wipe over the lashes removing in one action. Use a tipped orange stick or cotton bud (one for each eye) and stroke down the lashes to remove the product. You must wipe over the lashes a few times with wet cotton pads to ensure all traces of tint have been removed. When you feel this has been removed efficiently, the client can then open their eyes. If the client feels like they have tint in their eyes, you may use an eyewash.

Perming

Perming is an option for both the eyebrows and the eyelashes. For the eyelashes, perming gives the eyelashes a permanent enhanced curl that normally would have to be achieved through the use of eyelash curlers and mascara. Perming generally lasts for about a month because the eyelashes fall off and are replaced with new eyelashes. This technique is completed by a beauty therapy professional and does not enhance the length, strength, or thickness of eyelashes. A beauty professional may take the following steps to perm eyelashes:

- Lay the customer down and have them close their eyes
- Place gauze under each eye to protect the eyes and the skin
- Apply the perm to the lashes and allow the perm to stay on the lashes for the set time as prescribed by the product maker
- Remove the perm
- Clean, moisturise, and condition the serviced area.

- Patch Testing
- It is important to note that a patch test should be carried out to find out if a client will have an allergic/adverse reaction to the dye colour whether tinting or perming. A patch test should be carried out 24 hours prior to the date the service is required. This should be recorded on the client's consultation and record card, along with the results of the patch test. The patch test involves mixing the dye colour in the same way as if you were to carry out the service. Using a brush, apply a small amount of the dye on the client either, behind the ear or in the crook of the elbow. Better to apply to the inner arm as you can also see any allergic reactions.

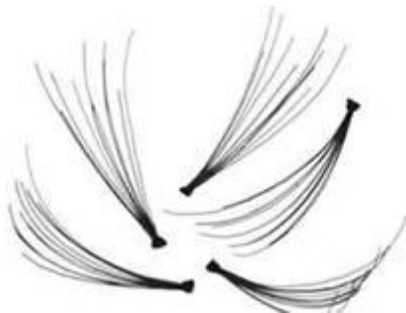
False Eyelashes

False eyelashes are artificial eyelashes that are used to either enhance the appearance of eyelashes, or to replace the absence of eyelashes. If use correctly, false eyelashes will make the users eyelashes appear fuller longer, and appealing, without it looking fake. There are 2 types of false eyelashes: band lashes, and individual lashes.



Band Lashes (also called strip lashes)

Band lashes are false eyelashes that are actually hairs on a strip that can be taped to the natural eyelash line. They come in many different sizes, textures, and colours and may be derived from human hair, animal hair, mink, or synthetic fibre. Band lashes made with synthetic fibre are shaped into a permanent curl. Band lashes must but be softened or loosened before they can be removed. This can be done by applying a cloth wetted with warm water to the eye, or by using a face cleanser or specialised lotion.



Individual Lashes

Individual lashes are individual synthetic lashes that can be applied to the natural eye lash line. Determination of how to apply individual lashes and how to remove individual lashes are specific to product manufacture instructions.

